

25 June 1980

Security

**PROCEDURES FOR HANDLING AND CONTROLLING [REDACTED] MATERIAL**

This regulation tells how to handle and control [REDACTED] and [REDACTED] related material. It applies to all offices within HQ ESC, San Antonio-area units, and subordinate [REDACTED] concerned with publishing, processing, and distributing this material.

**1. Controls:**

- a. Specific documentation on controlling, publishing, and safeguarding [REDACTED] material is issued at the National level and will be provided to applicable units.
- b. The Deputy Chief of Staff for Intelligence (IN), as the ESC Senior Intelligence Officer, is responsible for effectively operating the [REDACTED] control system within ESC.
- c. The Chief of the Operations Security Division (INSA) and NCOIC of INSA are designated the HQ ESC [REDACTED] Control Officer and alternate, respectively. They will coordinate all [REDACTED] matters with IN as specified. The commanders at ESC [REDACTED] will appoint [REDACTED] control officers and alternates.
- d. Each [REDACTED] control officer within a unit is responsible for controlling [REDACTED] material and is responsible to the HQ ESC [REDACTED] Control Officer for security matters; however, this is not interpreted to mean that normal chain-of-command procedures may be bypassed. The alternate [REDACTED] Control Officer is authorized to act for the [REDACTED] Control Officer when absent.

**2. Definitions.** The designator [REDACTED] is an unclassified term for [REDACTED] material requiring special handling, classification, and control. Access to [REDACTED] is authorized only if a person has the proper clearance, has been indoctrinated, and must know.

**3. Responsibilities:**

- a. IN will:
  - (1) Effectively manage the command's [REDACTED] control program.
  - (2) Ensure that enough qualified personnel, funds, and logistical support are provided to effectively operate the [REDACTED] control system.
- b. The HQ ESC [REDACTED] Control Officer will:
  - (1) Provide all directives and forms to the [REDACTED] control officers.
  - (2) Handle all requests from San Antonio area units for [REDACTED] access.
  - (3) Notify NSA of all [REDACTED] control officer appointments.
  - (4) Coordinate with NSA [REDACTED] or the Assistant Chief of Staff, Intelligence, USAF/IN, on all matters regarding control and use of [REDACTED] material within ESC.
  - (5) Monitor [REDACTED] control procedures to ensure compliance with security directives and prepare supplemental instructions as appropriate.
  - (6) Investigate all security violations concerning [REDACTED] material.
- c. Unit [REDACTED] control officers will:
  - (1) Notify the HQ ESC [REDACTED] Control Officer of the appointments of [REDACTED] control officers and their alternates.

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(2) Maintain directives and other material which tell how to handle, publish, and distribute material.

(3) Forward all reports of compromises and possible compromises to the HQ ESC [REDACTED] Control Officer by appropriate channels.

(4) After receiving approval from the HQ ESC [REDACTED] Control Officer, indoctrinate all persons having access to [REDACTED] material at their location. Notify the HQ ESC [REDACTED] Control Officer electrically within 48 hours of all indoctrinations and debriefings.

(5) Maintain current rosters of persons who have been indoctrinated and debriefed.

(5) Maintain a file of persons cleared to view [REDACTED] material using DD Form 1847, Sensitive Compartmented Information—Indoctrination Acknowledgement.

(7) Receipt for, review, release, store, and control all hardcopy [REDACTED] reports; correspondence, and messages.

(8) Ensure that internal procedures are set up and followed to fully account for and protect [REDACTED] material. These procedures will periodically be reviewed to ensure compliance and applicability.

(9) Ensure that [REDACTED] material is available for review when requested by authorized persons.

(10) Provide each Document Security Branch (DAAS) a current list of persons authorized to receipt for and pick up [REDACTED] material. Properly annotate ESC Form 170, Official Communications Receipt Authorization, showing those persons authorized to receipt for [REDACTED].

(11) Ensure that clearances for [REDACTED] access for personnel on TDY status are forwarded.

(12) Locally certify visitor [REDACTED] access.

(13) Provide each communications center with a current list of names and telephone numbers of persons to be called if an immediate or higher precedence [REDACTED] controlled message arrives during non-duty hours.

(14) Upon PCS, or at end of need-to-know, debrief the person using DD Form 1848, Sensitive Compartmented Information-Termination Acknowledgement, and forward it to HQ ESC/INSA. This reporting requirement is exempt from a reports control symbol by AFR 178-7, paragraph 12a, 7 January 1972.

(15) Inspect each [REDACTED] package received for tampering or other signs of unauthorized access to contents. Immediately report any evidence of tampering or unauthorized access to the HQ ESC [REDACTED] Control Officer.

d. Each DAAS will:

(1) Carefully separate material addressed to the [REDACTED] control officer from the routine courier material.

(2) Promptly notify the [REDACTED] control officer when this material is received.

(3) Properly receipt for the material to and from the [REDACTED] control officer and assign Armed Forces Courier Service (ARFCOS) numbers as required.

(4) Ensure that all packages remain unopened while in the DAAS area.

(5) Transmit [REDACTED] material by ARFCOS only.

e. Each communications center authorized receipt of [REDACTED] material will:

(1) Use only [REDACTED] cleared personnel to process [REDACTED] messages.

(2) Deliver all copies of incoming [REDACTED] messages to the distribution clerk. The distribution clerk will affix the appropriate classification and identify each message as [REDACTED] "CONTROLLED ITEM." The clerk will then place the messages in a sealed envelope and indicate on the outer envelope that it is "TO BE OPENED ONLY BY [REDACTED] CONTROL OFFICER."

(3) During nonduty hours, control messages according to paragraph 3e(1) and, if the precedence is immediate or higher, notify persons listed on the emergency call roster provided by the [REDACTED] control officer. Forward messages received at the Priority or lower precedence to the [REDACTED] control officer at the beginning of the next duty day.

#### 4. Procedures:

##### a. All [REDACTED] material must:

(1) Bear the warning [REDACTED] "CONTROLLED ITEM" and, as appropriate, [REDACTED]. An example of the heading of a message or telecon is TOP SECRET [REDACTED] CONTROLLED ITEM

(2) Be destroyed the same way as other [REDACTED] material.

(3) Be stored only in an authorized facility. Attach an AF Form 144, Top Secret Access Record and Cover Sheet, to each [REDACTED] document to identify persons having access to the material. [REDACTED] control offices, file rooms, and communications and message centers which process a large volume of [REDACTED] products do not need to record permanently assigned persons on the AF Form 144 if entry to such areas is limited to assigned personnel and these persons are readily identifiable as having access on any given date.

##### b. On all outgoing [REDACTED] material, the [REDACTED] control officer will:

(1) Use a standard address for ARFCOS from either USSID 505, the DIA Compartmented Address Book, or ESCR 10-6 with a stamped notation "TO BE DELIVERED TO AND TO BE OPENED ONLY BY THE [REDACTED] CONTROL OFFICER." This is to ensure that the material is not inadvertently disclosed. Packages that are so marked for the [REDACTED] control officer must remain intact and unopened until delivered to the officer.

(2) Enclose [REDACTED] material to be forwarded by courier in double, opaque wrappers. Seal and secure all seams of both with tape. On both wrappers, include the "FROM" element; for example:

ESC [REDACTED] CONTROL OFFICER  
HQ ESC  
San Antonio, TX 78243

Ensure that the "TO" element bears the notation "TO BE DELIVERED TO AND OPENED ONLY BY: [REDACTED] CONTROL OFFICER" and the address. Stamp the inner wrapper to show the appropriate security classification and the warning [REDACTED] "CONTROLLED ITEM" and assign unit or activity container number (for example, HQ ESC/IN 80-001). Enclose an unclassified document receipt in the inner package and prepare AF Form 12, Accountable Container Receipt, to cover receipt for a sealed container at the unit's DAAS.

#### 5. [REDACTED] Indoctrination:

a. The operating official requesting [REDACTED] indoctrination will provide the [REDACTED] control officer the following information in a letter signed by the Section or directorate.

- (1) Full name.
- (2) Date and place of birth.
- (3) Citizenship status.
- (4) Position title, rank, and SSAN.

b. Each person indoctrinated for access to [REDACTED] will contact the [REDACTED] control officer before PCS, or change in duty status, to arrange for in-status transfer or debriefing.

#### 6. Forms:

- a. AF 12, para 4b(2).
- b. AF 144, para 4a(3).
- c. DD 1847, para 3c(6).

d. DD 1848, para 3c(14).

e. ESC 170, para 3c(10).

FOR THE COMMANDER



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Director of Administration

**Summary of Changes**

Designates Chief of the Operations Security Division and NCOIC of the Operations Security Division as HQ  
ESC [redacted] Control Officer and alternate, respectively; changes office of coordination at NSA for [redacted]  
material to NSA [redacted] and generally updates publication.

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